

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

Program Year 2018

Firm Name: Rhonda G. Stastny	DUNS Number: 081294653	Federal EIN: 459213395
Prequalification Contact First, Last Name and Title: Rhonda G. Stastny, Owner	Phone Number: +1 (361) 571-8772	Prequalification Contact E-mail Address: rhondags77@gmail.com
Firm Web Address na	Firm Mailing Address P.O. Box 326, Inez, TX 77968	Name of Firm's President/Managing Officer: Rhonda G. Stastny

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

Rhonda Stastny began her grant writing and administration career in 1982 while employed with the Golden Crescent Regional Planning Commission in Victoria, Texas. The GCRPC wrote and administered CDBG grants for several cities and counties in the 7-County Golden Crescent Region. Grants written and administered were primarily the Community Development Block Grants thru TDA. Ms. Stastny receives all required training required for project administration thru the Texas Department of Agriculture.

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

Rhonda Stastny as Director of Local Government Services with the GCRPC spent over 30 years writing and administering primarily Community Development Block Grants (CDBG). She assisted cities and counties throughout the Golden Crescent 7-County Region prepare and administer grant awards. All aspects of administration were conducted by Ms. Stastny including but not limited to: preparing Request for Proposals for engineering services, conducting the environmental assessment, setting up project files, working with auditors, preparing and submitting draw requests, conducting on site construction interviews, preparing quarterly reports and final closeout documents. Ms. Stastny continues here work on grants while employed with the City of Cuero.

3. Describe the respondent's experience with the following:
 - a. Community wide infrastructure projects
 - b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement
 - c. Job creation programs, including TCF-Infrastructure/Real Estate
 - d. Projects involving multiple funding sources

Ms. Stastny has experience with community wide infrastructure projects such as the City of LaWard's sewer plant installation along with a above ground storage (water) tank several years ago. Other community-wide projects that Ms. Stastny has provided administration services on include the City of Seadrift, City of Yoakum, Calhoun County, Jackson County, City of Goliad, City of Yorktown, City of Nordheim, Victoria County and the City of Edna. Ms. Stastny has also written and administered grants for the Texas Capital Fund Infrastructure/Real Estate Program for Gonzales County and the City of Cuero.

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

All work provided by Ms. Stastny is in-house. No subcontractors are utilized for the administration activities.

5. Identify the geographic areas in which the respondent offers services.

<input type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
<input type="checkbox"/> CTCOG	<input type="checkbox"/> CVCOG	<input type="checkbox"/> DETCOG	<input type="checkbox"/> ETCOG	<input checked="" type="checkbox"/> GCRPC

<input type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input type="checkbox"/> LRGVDC	<input type="checkbox"/> MRGDC	<input type="checkbox"/> NCTCOG
<input type="checkbox"/> NORTEX	<input type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input type="checkbox"/> RGCOG	<input type="checkbox"/> SETRPC
<input type="checkbox"/> SPAG	<input type="checkbox"/> STDC	<input type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input type="checkbox"/> Statewide

5. Describe the respondent's ability to devote the needed time to a project based on current workload.

Although Ms. Stastny has a full time job with the City of Cuero she is able to provide administrative services for one and no more than two other projects. Most of the work involved in administration can be completed after normal business hours with the exception of environmental and on-site construction visits. If necessary, Ms. Stastny has built up time with her current employer so that she is able to take some time off to do the necessary activities under the CDBG administration program.

6. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	Project Name	LaWard First Time Water and Sewer Services
Facility Type and Use		first time services
Project Location (Jurisdiction)		City of LaWard
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Provided new services to 6 households within the City of LaWard along with some additional utility lines serving the entire community.
Role & Responsibilities		Project turnkey administration services for the City.
Project Cost		290,000.00
Financing/Funding Source		TxCDBGP and City Match
Method of Documenting Beneficiaries		TCDP Surveys
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		All work was completed within the allowed 2 year contract period. Final closeouts were submitted in August 2017 - 2 months prior to the end of the contract with TDA. Environmental was completed within the first 6 months of the contract with TDA.
Monitoring and Verification Methods		Submitted all monitoring reports to TDA as prescribed via email. Have also sat on site with monitors to provide documentation.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Rhonda G. Stastny, Project Administrator is the sole person responsible for the administration activities under TxCDBGP projects.
Contact Information Current phone and e-mail address of local government representatives you worked with.		Mayor William R. Koch, koch_wr@yahoo.com

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

Personnel Profile(s)

Add Personnel

Remove Personnel

Full Name

Rhonda G. Stastny

Potential Role

Administrative/Grant Services

Base Location

Inez, Texas

Current Employment

Current job title

Purchasing/Grant Director

Company (if subcontractor)

City of Cuero

Job responsibilities

Provide city-wide purchasing for all departments, maintaining electric, water and sewer warehouse and providing grant writing and administration services for the City.

Number of years with respondent

Years: 5 1/2

Previous Employment

Job Title

Golden Crescent Regional Planning Commission

Company name

Director of Local Government Services

Job responsibilities

Responsible for grant writing and administration for numerous local municipalities and county governments as well as providing staff support for the Commissioner's Public Protection and Solid Waste Grants.

Number of years with firm

Academic/Professional Qualifications

Degree/Discipline

College/University

Professional Affiliations

Technical Training

Accreditations

Graduated from Industrial High School in 1977. Worked for the GCRPC for over 34 years then decided on a career change and began working with the City of Cuero in 2013. Attended Montgomery (Lone Star) College and received my Community Development Certification in 2012.

Overall

Total Years or relevant experience

35 years

Other relevant experience or accomplishments

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

Ms. Stastny has always presented turn-key work when providing administrative/grant services. She will take all the time necessary to do a complete and accurate job on administration of TCDP grants.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business		Woman Owned		Minority Owned		Section 3	
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No

12. State the respondent's policy regarding affirmative action.

If necessary to hire Ms. Stastny considers her firm as an equal opportunity, affirmative action employer.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

Part 2

1. Describe the character, integrity and reputation of the respondent and key personnel. Include whether the respondent is in good standing with former and current clients, and with TDA, including any administrative sanctions issued to the firm directly. Provide an explanation for any negative or substandard reviews or relationships.

Ms. Stastny prides herself on completing jobs in a timely manner. She also holds her reputation in high esteem. Past clients have been extremely complimentary of Ms. Stastny's work ethic and the work performed for their community.

2. Has the respondent had a contract terminated or denied renewal for noncompliance with policies or regulations of any state or federally funded program within the past five years? If the respondent does have such a terminated contract, identify each and provide an explanation for the termination.

No

3. Has the respondent or any of its principals ever been debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs? If affirmative, identify each person and provide an explanation for the debarment, suspension or ineligibility. The term "principals" for purposes of this RFQ is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the respondent.

No

4. The respondent must disclose any existing or potential conflicts of interest. Respondents shall disclose all contractual or informal business arrangements/ agreements, including but not limited to, fee arrangements and consulting agreements between it and TDA, TDA's staff, or any entity that provides services to TDA. The respondent must disclose all relationships with any other Texas state agencies.

There are no existing or potential conflicts of interest to be disclosed.

Certifications and Assurances

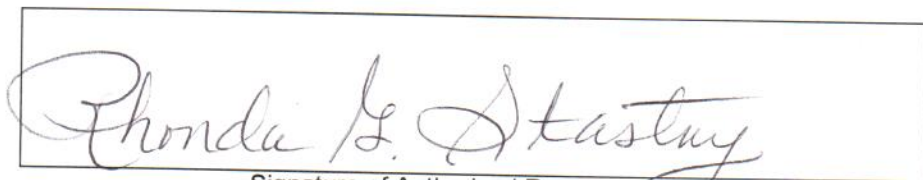
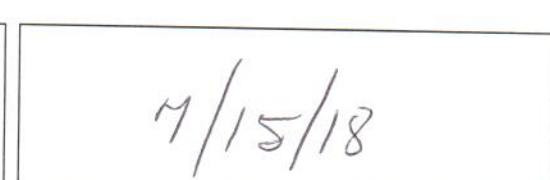
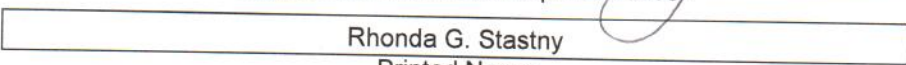
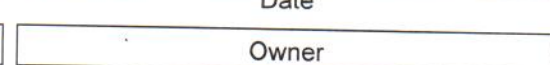
By signature thereon affixed, the respondent affirms or certifies, or acknowledges and accepts that:

1. **True and Correct Representations:** All of the respondent's representations and warranties contained in any part of its submittal are material and have been relied upon by TDA in approving administrators for prequalification. Submitting an application for prequalification that contains false or misleading statements is a material breach and shall void the submittal if, in TDA's opinion, the information was intended to mislead the state regarding a requirement of the RFQ. In such event, the respondent shall be disqualified by TDA from providing grant administration services to local communities and shall be removed from all lists of eligible vendors maintained by TDA. The respondent shall promptly notify TDA in the event that any representations and warranties provided in its submittal are no longer true and correct.
2. **No Reimbursement for Costs:** Any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
3. **Actual and Perceived Conflicts:** The respondent is in full compliance with state and applicable federal conflict of interest standards and neither it nor its employees and subcontractors have an actual or potential conflict of interest in participating in this RFQ.
4. **Deceptive Trade Practices - Unfair Business Practices:** The respondent has not been the subject of allegations of Deceptive Trade Practices violations under Tex. Bus. & Com. Code, Chapter 17, or allegations of any unfair business practice in any administrative hearing or court suit, and the respondent has not been found to be liable for such practices in such proceedings.
5. **Immigration:** The respondent shall comply with the requirements of the Immigration Reform and Control Act of 1986 and 1990 regarding employment verification and retention of verification forms for any individuals hired on or after November 6, 1986, who will perform any services under a grant administration contract and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) enacted on September 30, 1996.
6. **Civil Rights:** No person shall, on the ground of race, color, religion, sex, national origin, age, or disability, political affiliation, or religious belief, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of, or in connection with, any program or activity funded in whole or in part with TxCDBG funds.
7. **Federal Rules, Laws, and Regulations that Apply to all Federal Programs:** The respondent shall be subject to and shall abide by all federal laws, rules, and regulations, pertaining to the grant project, including, but not limited to:
 - a. Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101 *et seq.*, and the regulations effectuating its provisions contained in 28 CFR Part 35 and 29 CFR Part 1630;
 - b. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, as amended (prohibition of discrimination on the basis of race, color, or national origin), and the regulations effectuating its provisions contained in 24 CFR Part 1;
 - c. Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60;
 - d. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended (prohibition of discrimination on the basis of disability), and the regulations effectuating its provisions contained in 24 CFR Part 8;
 - e. The Age Discrimination Act of 1975, 42 U.S.C. 6101 *et seq.*, as amended (prohibition of discrimination on the basis of age), and the implementing regulations contained in 24 CFR Part 146;
 - f. Section 109 of Title I of the Housing and Community Development Act of 1974, 24 CFR Part 6 (prohibition of discrimination on the basis of race, color, national origin, religion or sex);
 - g. Restrictions on Lobbying, 31 U.S.C. 1352 (prohibition against the use of federal grant funds to influence activities associated with obtaining grants, contracts, cooperative agreements, or loans);
 - h. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200; and
 - i. State Community Development Block Grant Program, 24 CFR Part 570 Subpart I.

(Continued on Next Page)

8. System for Award Management (SAM): The respondent and its principals are eligible to participate in this transaction and are not currently debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Order 12549, "Debarment and Suspension," and 2 CFR Part 180, as supplemented by regulations at 2 CFR Part 2424, and the respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224, "Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism." The respondent must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Order 12549.
9. Collusion: The respondent has not colluded with, nor received any assistance from, any person who was paid by TDA to prepare specifications or a solicitation on which a proposal is based and will not allow any person who prepared the respective specifications or solicitation to participate financially in any contract award.
10. Authorization to Sign: The person signing this document is the respondent or one of its principals, has been properly delegated authority to execute this submittal, and has personal knowledge regarding the information contained herein. By signing, the respondent or the respondent's legally authorized agent affirms that all statements within the submittal are true and correct.

The undersigned, as a duly authorized representative of the respondent, agrees to the criteria and specifications, as stated herein, and has submitted its application as requested. (Failure to sign will disqualify submittal.)

	
Signature of Authorized Representative	Date
	
Rhonda G. Stastny Printed Name	Owner Title

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements coming in June.

Search Results

Quick Search Results

Your search returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity

Stastny, Rhonda G

Status: **Active**

DUNS: 081294653

Has Active Exclusion?: No

Expiration Date: 07/06/2019

Purpose of Registration: All Awards

CAGE Code: 84RX7

DoDAAC:

Debt Subject to Offset? No

View Details



IBM v1.P.14.20180629-1105
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